

Case File 11115 - Copy
O/P

Director of Personnel

17 August 1956

Chief, Management Staff

Records Disposition Plans

1. Attached are the Records Control Schedules prepared by [redacted] of the Records Management Staff. These schedules provide instructions for the retirement, destruction, and preservation of records for the Office of Personnel and the Northwest Federal Credit Union.

DIVISION

2. Significant facts derived from the records inventory are:

a. 2,990 cubic feet of records are currently maintained in 616 pieces of filing equipment having a current replacement value of \$133,372.

b. Four percent of these records have permanent record value.

c. Three percent of these records consist of library material.

d. Ninety-three percent of these records have a temporary retention value.

3. Complete application of these schedules will immediately eliminate 885 cubic feet of records by either retirement or destruction and result in an estimated savings of \$34,000, which represents replacement value of filing equipment released. Continued application will permit the retirement or destruction of 269 cubic feet of records each year for an estimated annual savings of \$10,370.

4. Seven general recommendations related to your overall Records Management Program are outlined in the attached survey report. Your attention is specifically directed to Recommendation No. 4, disposition instructions of the Official Personnel Folder File.

5. I express sincere appreciation to [redacted] whose assistance contributed materially to the success of this survey. [redacted] will be available to assist in implementing these schedules.

ATTACHMENT